

FILED:  
RETURN TO  
RECORDS MANAGEMENT DIVISION  
AUG 10 1956

Director of Security

Chief, Management Staff

Records Management

1. As indicated in my discussion at the DCI meeting of 6 August, there follows a summary of the major areas for potential accomplishment in records management activity in your Office. I feel there is a great deal to be gained from this program. My purpose at this time is to indicate the areas where further work is needed rather than to review overall accomplishments. I am doing this from a general knowledge of your program but without detailed information on your operations or the activities of your records officer.

Disposition: A good start has been made through an inventory of all records and the preparation of a records control schedule. However, the schedule has been applied in only one division and only 6 cubic feet of inactive records have been retired to the Records Center out of an inventory of over 3,000 cubic feet. The schedule is over two years old and undoubtedly needs substantial revision as the result of organizational and functional changes.

Record Maintenance: The Agency filing system is applicable with modifications to all administrative correspondence but has been adopted by only one division. Studies should be made to improve filing operations and records systems. The results of the recent survey of your Physical Security Division pointed up the value of such studies. Efforts should be continued to improve mail control procedures.

Record Creation: A reports inventory and analysis has been completed but the establishment of a continuing control is needed. Although requests for forms are channeled through the area records officer, it appears that he needs more time, authority, and training to make the review and analysis necessary to develop the most economical and efficient forms.

Vital Materials: A revised Vital Material schedule has been completed but a considerable amount of work and planning are needed to fully implement it.

2. I feel that the records created by your staff are especially important and that their proper management requires continued attention. You have a very capable records officer. His effectiveness could be increased substantially, however, if he were relieved of his collateral duties. Mr. [REDACTED] Chief of the Records Management Staff, would appreciate an opportunity to discuss this with you. Also, if I can be of further assistance, please let me know.

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SIGNED

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